



Emergency Response Policy

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1.0 Policy/Procedure

This Emergency Action Plan is intended to provide guidelines on general evacuation and means of egress along with severe weather procedures that will help provide protection against injury to our employees and customers, damage to property, and disruption of business operations. All employees are to become familiar with the provisions of this plan in an effort to make their responses automatic in the event of a possible fire or other emergency requiring evacuation.

2.0 Procedure for Emergency Evacuation and Sheltering

The first employee aware of a fire in the building is to alert other occupants by activating the fire alarm system.

All employees and other occupants of the County buildings shall evacuate the building immediately upon notification of a fire.

If you are in the vicinity of a fire when it is discovered, do not attempt to extinguish it unless you have been trained in the proper use of a portable fire extinguisher. If you have been trained and the fire is small in size, and it can be easily controlled without placing yourself or other building occupants in danger then use of the fire extinguisher is permissible.

In the event of a fire or emergency that requires evacuation of the building, each employee is to immediately close but do not lock office doors, and leave the building by the nearest available exit. If time permits and without placing an employee in danger, a call to the fire department is to be made by dialing 911 before evacuating the building. If time does not permit a call from the building, it is to be made outside from an available car phone, cellular phone, or neighboring business, by dialing 911 immediately after evacuating the building. In a multiple story building (i.e. Government Center), Department Heads are responsible for locking doors to outside entrance to secure against entry.

During the evacuation of a multi-story building, the stairwells are the main means of exit. **Elevators should NOT be used for emergency evacuation of a building.** NO employee is permitted to re-enter the building until advised that it is safe to do so by the Fire Department Commander.

Each Department Director and/or Supervisor(s) is/are responsible to assure that all handicapped employees and customers are assisted in evacuating the building.

Each Department will have at least two employees assigned to act as Emergency Coordinator to ensure all employees have responded appropriately to the emergency. The number of Emergency Coordinators is dependent on the size of the Department

Dial 911 for Fire Department or other Emergency Services.

Once outside the building, all employees are to assemble in the Department's meeting location where an accounting is to be made by each Department Director and/or Supervisor(s) to ensure all assigned employees have safely exited the building. The assembly area is to be at least 200 feet from the building, and in a safe area out of traffic. The identification of any missing individuals shall be reported to the Fire Department upon their arrival.

3.0 Procedure for Hazardous Material Spills

If a large spill occurs that requires evacuation, follow the procedures identified by emergency personnel (Emergency Management, Fire Department, Police Department, and Risk Management). Be aware that prior to evacuation, special procedures may need to be followed. This may include evacuating from a certain side of the building. This may also include turning off electrical power to the building. Once the spill has been cleaned-up, employees will be notified of procedures to follow for returning to work. This will be conducted face to face, via telephone and/or via radio. If the building sustains damage, restoration procedures will be addressed by the Department Director, Department Supervisor(s), County Manager, General Services Director, and Risk Management.

Spills of hazardous material substances can occur at any place and at any time.

A. If Inside

1. Avoid direct or indirect contact with the substance.
2. Evacuate the building if the situation requires. If shelter-in-place is the best action, close all windows and doors.
3. Contact off-site emergency response personnel (911).
4. If spilled material is known, attempt to locate Material Safety Data Sheets (MSDS) for product to give to emergency responders.

B. If Outside

1. Move upwind and uphill from the spill.
2. Contact off-site emergency response personnel (911).

4.0 Procedures for Tornadoes

When the weather is severe, all efforts will be made to listen for weather reports regarding the changing weather conditions in our area. If a tornado warning is issued by the activation of the Weather Radios, all employees will be informed immediately through the intercom system and/or verbally within each department or departmental radios. Employees will be instructed to take shelter, when deemed appropriate, in low-lying areas (basements), bathrooms, closets, and/or hallways away from windows. Employees will be instructed to stay in their sheltered area until they are notified that it is clear.

If an injury has occurred, **dial 911 immediately.**

If property damage has been sustained, appropriate safety measures will be addressed by the department director, department supervisor(s), and Risk Management to ensure that other employees are not injured due to debris (glass, metal) or other potential hazards (electrical shorts, flooding).

If required, restoration procedures will be addressed immediately by the department director and department Supervisor(s) to start the recovery process. This may include recovery of critical documents, computer backup tapes, and insurance policies; setting up a temporary location; identifying temporary payroll procedures; clean up of building; along with other key recovery procedures deemed necessary.

5.0 Procedure for Hurricanes/High Winds/Flooding

Preparations for the hazard are to be made within each department to protect employees from injury and to safeguard building & property. Depending on the hazard, preparations may include: backing up computers, storing critical documents, removing equipment/paper from areas known to flood, boarding up windows, and sending employees home before the weather becomes too serious.

Once the emergency passes, employees will be notified of procedures to follow for returning to work. This will be conducted face to face, via telephone, and/or via broadcast radio. If the building sustains damage, restoration procedures will be addressed by the department director, department supervisor(s), County Manager, and Risk Management

6.0 Other Hazardous Situations

6.1 Armed or Dangerous Person and other Law Enforcement Emergencies

1. Contact off-site emergency response personnel (911) and provide the following information:
 - a) Location of the incident.
 - b) Type of incident.
 - c) Number of injured (if known).
 - d) Number and location of intruders (if known).
 - e) Describe the intruders and weapons (if known).
2. Immediately begin lockdown procedures.
3. Remain in lockdown until an "ALL CLEAR" is given or until directed to another location by law enforcement.

6.2 Gas Leaks

Gas leaks are identified by an odor similar to rotten eggs. If a gas leak is detected, the following steps should be taken:

A. If Inside

1. Evacuate the areas/building as quickly as possible to the pre-determined high point remote from the building using basic evacuation procedures.
2. Do not turn on or off any electrical device including light switches.
3. Contact off-site emergency response personnel (911).

B. If Outside

1. Move upwind of gas odor.
2. Turn off all engines in the area.
3. Contact off-site emergency response personnel (911).

6.3 Bomb Threat Procedures

1. Record the telephone number located on the caller identification screen.
2. Obtain as much information as possible from the caller (bomb location, detonation time, group taking responsibility, reason, etc).
3. Gather as much information as possible about the caller's voice, accent, etc.
4. Immediately begin building evacuation.
5. Contact off-site emergency response personnel (911).
6. If a suspicious package or item is observed, DO NOT TOUCH.
7. Do not utilize any mobile communications device.
8. Employees may re-enter the building only when an "ALL CLEAR" is given by the Incident Commander.

6.4 Explosion

1. Evacuate the building as quickly as possible.
2. If things are falling around you, get under a desk or table until falling stops.
3. If you become trapped in debris:
 - a) Do not light a match.
 - b) Do not move about or stir up dust.
 - c) Cover mouth with handkerchief or cloth.
 - d) Rhythmically tap on a pipe or wall to alert rescuers of your location.
 - e) Shout only as a last resort when you think someone can hear you.

6.5 Power Outage Procedures

1. Ensure that all equipment is in OFF mode.
2. If there is sufficient lighting with the power out, call Emergency Services, exit the building and go to your Department's designated meeting area.
3. If there is insufficient lighting to evacuate, call Emergency Services, remain calm, and await rescuers.

6.6 Serious Medical Emergencies / Injuries

1. Contact off-site emergency response personnel (911). If possible, have the following information:
 - a) Location of the incident or the injured parties.
 - b) Nature of the injury, cause, and severity.
 - c) Victim's age and name, if possible.
 - d) Any medical information known.
2. Contact emergency response staff in the building (if applicable).
3. Locate the nearest first aid kit.
4. Remain calm and composed; hysteria is contagious.
5. Keep all non-essential personnel away from the scene.
6. Do not move the injured person unless they are in a life-threatening environment.
7. Have someone meet emergency responders and lead them to the emergency.

7.0 Evacuation Assembly Locations

All employees are to evacuate at least 200 feet from the building. Supervisors must verify personnel count at the assembly area.

Lee County Building Evacuation Locations		
Building	Group	Evacuate to
Animal Control	All	Beside driveway at US 421.
Bob Hales Recreation Center	All	Parking lot at 133 McIver Street, across from Yarborough's Ice Cream
COLTs	All	Across Hillcrest Dr. – Upper Right of employee parking lot
Elections	All	Parking Lot Across Steele Street
Elms Court/Adult Probation	All	Employee parking lot
Enrichment Center	All	Employee parking lot, customer parking lot, or past the gazebo as appropriate
General Services	All	Employee parking lot
Government Center	Health	Across Hillcrest Dr. – Upper Center of employee parking lot

Lee County Building Evacuation Locations		
Building	Group	Evacuate to
Government Center	Information Technology	Across Hillcrest Dr. – Upper Left of employee parking lot
Government Center	Social Services – All	Lower Carthage St - Parking lot
Government Center	Tax	Across Hillcrest Dr. – Upper Center of employee parking lot
Innovation Center	All	Parking Lot
Juvenile Probation	All	Across Makepeace Street
Landfill	All	Equipment Yard
Library - Broadway	All	Parking lot
Library - Main	All	Church parking lot next door
McSwain Center	Cooperative Extension, Soil Conservation	Cooperative Extension Parking Lot
New Courthouse	Clerk of Court	Across Courtland Drive
New Courthouse	District Attorney's Office	Across Courtland Drive
New Courthouse	Emergency Management	Across Courtland Drive
New Courthouse	Magistrate's Office	Across Courtland Drive
New Courthouse	Register of Deeds	Across Courtland Drive
New Courthouse	Sheriff	Across Elm Street
New Courthouse	Jail	Courtyard
Old Courthouse	Probation, District Attorney's Office	Lower Courthouse parking lot
OT Sloan Pool House	All	Benches beside Parking Lot
OT Sloan Tennis Center	All	Benches beside Lower Parking Lot
Recreation - 221 Commercial Court	Gymnastics	Field beside Holiday Inn Express
Recreation Office	All	Rear of building
San Lee Park	All	Top of Lower Dam
Summit Building	All	Parking Lot

8.0 Sheltering Locations

1. When sheltering in a County Building, employees should stay away from
 - Windows
 - Large open rooms
 - Areas that are likely to flood
 - Buildings that are not of solid masonry construction
2. When sheltering away from a County building, employees should
 - Go to the lowest safe area in a sturdy building away from windows
 - Stay away from
 - Mobile homes
 - Bridge underpasses
 - Ditches or low lying areas that are likely to flood
 - Get in a low, open area, lie on your stomach, and protect your head if you are in the open

Lee County Building Shelter Locations		
Building	Group	Shelter at
Animal Control	All	Interior hallway away from windows, kitchen, supervisor's office
Bob Hales Recreation Center	All	Vault
COLTS	All	Basement Conference Room away from windows
Elections	All	Interior hallway outside Elections away from windows, bathrooms, basement
Elms Court/Adult Probation	All	Interior hallway away from windows, office area, bathrooms
Enrichment Center	All	Interior hallway away from windows, office area, bathrooms
General Services	All	Interior hallway away from windows, map room, bathrooms
Government Center	Health - 2 nd Floor	Interior hallways away from windows, First floor (Designated Area)
Government Center	Health - 3 rd Floor	Interior hallways away from windows, First floor (Designated Area)
Government Center	Information Technology	Interior hallways away from windows, First floor (Designated Area)
Government Center	Social Services – 1 st Floor	Interior hallways away from windows, First floor (Designated Area)
Government Center	Social Services – 4 th Floor	Interior hallways away from windows, First floor (Designated Area)
Government Center	Tax	Interior hallways away from windows, First floor (Designated Area)
Innovation Center	All	Interior offices and hallways away from windows – First Floor

Lee County Building Shelter Locations		
Building	Group	Shelter at
Juvenile Probation	All	Interior hallways away from windows
Landfill	All	Evacuate all buildings
Library - Broadway	All	Evacuate
Library - Main	All	Interior hallways away from windows, bathrooms
McSwain Center	Cooperative Extension, Soil Conservation	Interior hallways away from windows, bathrooms
New Courthouse	Clerk of Court	Basement
New Courthouse	District Attorney's Office	Basement
New Courthouse	Emergency Management	Basement
New Courthouse	Magistrate's Office	Basement
New Courthouse	Register of Deeds	Vault
New Courthouse	Sheriff	Shelter in place away from windows
New Courthouse	Jail	Shelter in place
Old Courthouse	Probation, District Attorney's Office	Interior hallways downstairs away from windows
OT Sloan Pool House	All	Inside
OT Sloan Tennis Center	All	Evacuate to Fence Beside Tennis Courts
Recreation - 221 Commercial Court	Gymnastics	Bathrooms, Corner Next to Women's Bathroom
Recreation Office	All	Bathrooms, basement
San Lee Park	All	Interior hallways away from windows
Summit Building	Administration, Finance, Human Resources, Strategic Services, Animal Control	Interior (Center) Hallway near Bathrooms

9.0 Severe Weather Key Terms

As issued by the National Weather Service, the following are key terms in regards to severe weather:

a) Weather “Watch”

1. Weather conditions are favorable for severe weather to develop during the next 24-36 hours. No severe weather currently exists within Lee County; therefore, no action other than preparation is required at this time.

b) Weather “Warning”

1. Weather conditions have produced, or soon will produce, severe weather within Lee County. Immediate action should be taken to protect life and property.

c) Tornado “Warning”

1. Proceed to the designated safe area within your building.
2. If outside, return to the building and proceed to the safe area.
3. If you are outside and no shelter is available, find the lowest ground point, such as a ditch, and lie prone with hand overhead.
4. Stay away from windows and skylights.
5. Use “head tuck” position when appropriate to protect from flying object.
6. Remain in designated safe area until cleared by building administration.

d) Severe Thunderstorm “Warning”

1. If outside, return to building for protection and shelter.
2. If inside, stay away from windows in case high gusty winds occur with the storm, which may cause windows to break.

e) Winter Storm “Warning”

1. Issuance of a winter storm warning indicates some form of frozen participation (snow, sleet, freezing rain, etc.) is occurring, or will soon occur, within Lee County which will provide significant accumulation of frozen precipitation.
2. Remain indoors. County Administration will make decision in regards to closings.

10.0 FACILITY EMERGENCY CODES

Lee County has established a system for employee emergency notifications utilizing color codes.

Announcement: **Code Red (Evacuate)**

Action: **Call 911**

Description:

Bomb Threat/Suspicious Package - Ensure that your exit path and assembly area outside are free of suspicious packages. Do not move anything that looks suspicious and notify law enforcement.

Hazardous Materials - Ensure that you are evacuating upwind from the hazard.

Fire - Ensure that the area is clear of all staff and visitors; **close but do not lock** all office doors.

Announcement: **Code Orange (Lock Down) – Location or Code Orange (Weather)**
Action: **Call 911 for assault/intruder / Shelter-In-Place for weather**
Description:

Assault / Intruder - Make sure that you know the area where the assault or intruder is located. If in your office, lock your door and turn off your lights and hide where you cannot be seen from the door. If away from your office, stay away from the location identified and seek shelter in another office immediately. Make sure to shelter your customers and protect them.

Weather Warning – Go to your designated shelter location and stay away from outside doors and windows.

Announcement: **Code Yellow (Caution) - Location or Code Yellow (Weather Alert)**
Action: **Be prepared to escalate to Code Orange and call 911**
Description:

Irate / Threatening Behavior – Be alert to listen for instructions and prepare to take protective actions. Code Yellow can escalate to a Code Orange quickly. Stay away from the location identified.

Weather – The possibility for severe weather exists. Make sure you can hear your weather alert radio and be prepared to take protective actions if required.

-Announcement: **Code Green (All Clear)**
Action: **Return to your normal work location and schedule**
Description:

Administration – Must declare “all-clear” for Code Yellow

Law Enforcement - Must declare “all-clear” for Code Orange (Assault, Intruder and Threatening Behavior) and Code Red (Bomb Threat)

Fire Department – Must declare “all-clear” for Code Red (Fire and Hazardous Materials)

11.0 Departmental Emergency Action Plans

Each Department is to create and maintain a Departmental Emergency Action Plan that addresses, at a minimum, Evacuations and Sheltering. Designation and appointment of the two or more Emergency Coordinators will be made, and the information will be forwarded to Risk Management. Training will be given to the designated Emergency Coordinators. The Departmental plan's complexity is dependent on the number of employees in the department and the physical locations(s) of the department's employees, and the potential risk exposures to the employees. The departmental plan is to be approved by Risk Management and a copy will be maintained by Risk Management.

12.0 Employee Training

Provisions of the County Emergency Action Plan will be reviewed as part of new employee orientation.

Provisions of the Departmental Emergency Action Plan will be reviewed by a Supervisor within the first week of employment.

Provisions of both of the Emergency Action Plans will be reviewed with all assigned employees annually by the Department Supervisor and:

- when an employee's designated actions per the plan change, or
- when the plan is updated or changed.

Records of this training should be maintained in the County Safety Training Database showing the review date, employee name, and person conducting the review.

A copy of the Department written plan is to be kept on file and available for review.